



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101
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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

January 7, 2004

To: Department Heads
From: David E. Janssen
Chief Administrative Officer

COUNTY SEAL REPLACEMENT AND USE

We recently became aware that there are two versions of the County seal that are being used by departments. Enclosed is a copy of the version that should be the one in use. If you are not using this seal, please begin substituting it as you redo stationery and publications. Electronic copies of the seal are available from the Graphic Arts section of the Chief Administrative Office, which may be reached at (213) 974-1366.

On another issue regarding the seal, please be advised that the gold seal is reserved for use only by the Board of Supervisors.

Copies of this memo should be provided to your public information officers, graphic arts sections, information technology staff, personnel offices, and any others who may use the seal for publications, awards, stationery, business cards, videos, webpages and signs.

I would also like to remind you that the County seal may not be provided to outside groups or individuals, except in approved instances. County Counsel is forming a task force to develop guidelines for use of the seal. Please contact Chief Deputy County Counsel Donovan Main at (213) 974-1829 if you would like your department to be directly involved in the development of the guidelines.

If you have any questions regarding the seal, you may contact Judy Hammond of the Public Affairs Office at (213) 974-1363 or jhammond@cao.co.la.ca.us

DEJ:GK
JAH:mp

Enclosure

c: Each Supervisor

